



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5263, FAX: (613) 688-3055

Location: OTTAWA, CANADA

VOUCHER EXAMINER
VACANCY NUMBER: 10-19

Tuesday, March 09, 2010
This Vacancy is Open

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner **Grade:** FSN-7; FP-7*

OPENING DATE: Wednesday, March 10, 2010

CLOSING DATE: Wednesday, March 24, 2010

WORK HOURS: 40 hours per week

SALARY: Ordinarily Resident- FSN-7 CDN\$47,572 p.a.
*Not Ordinarily Resident- FP-7

LENGTH OF HIRE: PSA

NOTE: ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY-RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ALL USEFMS, EFMS AND MOHS WHO HAVE NOT YET ARRIVED AT POST ARE WELCOME TO APPLY.

The U. S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Voucher Examiner in the Financial Management Office.

BASIC FUNCTION OF POSITION

Incumbent serves as one of five Voucher Examiners responsible for accurately processing, in a timely manner and within Uniform Service Standards, a wide range of the most difficult and complex vouchers, which include, but are not limited to, travel, employee allowances, and vendor payments. In addition, the incumbent is responsible for developing and maintaining required spreadsheets to facilitate the reconciliation of accounts and/or entitlements. Upon completing the audit, and acquiring the necessary supporting voucher documentation, the incumbent enters the appropriate information into the computerized financial database in order to effect payment and record financial transactions in the database, scheduling payments only when due, and then assembles the voucher documents for review and approval by the certifying officer.

Based on interpretation and application of complex guidance contained within the volumes of USG regulations, Comptroller General Decisions and other policy guideline, the incumbent applies sound judgment to determine if the receipts accompanying each voucher conform to the rules governing limitations on the amount payable, correctness, and legality of payment before presenting the voucher for certification. Specifically the incumbent must:

- Ensure the payment is legal;
- Obtain and/or prepare required supporting documentation;
- Verify the accuracy of claimed amounts and make adjustments as required;
- Verify goods and/or services have been received in accordance with contracts or other agreements and ensuring that all required certifications are present;
- Ensure a valid obligation exists for each payment
- Must be thoroughly familiar with each agency's complicated accounting data structure, and must possess an extensive knowledge of the complex Regional Financial Management System (RFMS) and other procedures for inputting voucher payment.

QUALIFICATIONS REQUIRED

NOTE: In the SUBJECT line of the online submission, please indicate the job announcement number and title.

All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item. This should be done in the cover letter submitted with the application forms/ résumé.

Additionally, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter AND in the SUBJECT line when submitting electronically, and in the résumé. PLEASE NOTE: In the SUBJECT line of the online submission, please indicate your preference status i.e. USEFM, US Veteran, Permanent Resident, Dual Citizen, and/or Canadian Citizen.

In a situation where additional announcements are published to advertise this position, the job function, required qualifications, and other terms and definitions contained in this official, approved Embassy advertisement shall be used as the controlling document for purposes of screening and selecting qualified candidates.

1. Education: Two years of post-secondary studies in accounting, mathematics, or other similar field that requires an aptitude for figures and/or detailed work is required.

2. Experience: Minimum of two years experience of progressively responsible experience in bookkeeping, accounting, vouchering or other related work with a minimum of one year with voucher examination work for a USG agency at the FSN-6 Level is required.

3. Language: Level IV (fluent) reading/speaking/writing English is required.

4. Knowledge: A thorough knowledge of Foreign Affairs Manual (FAMs), Foreign Affairs Handbooks (FAHs), Department of State Standardized Regulations (DSSR) and other USG agency instructions, procedures, and manuals as well as accepted

and established accounting and bookkeeping practices is required.

5. Skills and Abilities: Must be quick and accurate when using the computer keyboard, calculator and spreadsheets as well as using MS Word, Excel and Outlook is required.

*Please view OTHER SELECTION CRITERIA for additional skills and abilities requirements.

6. Interpersonal Skills: Strong communication skills to courteously, tactfully, and diplomatically converse with Embassy and non-Embassy personnel at all levels is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently-employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Candidates must be able to obtain and hold a NON-SENSITIVE security clearance for this position and pass a medical examination.
7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met. Overall score ranges for testing through the Brainbench online program are provided under "Definitions" on page 4.

ADDITIONAL SKILLS & ABILITIES REQUIREMENTS:

Must be able to independently follow procedural steps covered by oral and written instructions.

Must be able to interpret and apply the regulatory requirements to the voucher examination process.

Must possess the confidence and judgment to know when to refer questionable items to the supervisor.

Must be flexible and able to work with constant changes in work priorities.

TO APPLY

All applicants must submit a cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications. Please state the Job Announcement number and Job Title in the 'SUBJECT' line of your electronic (e-mail) your submission.

U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter and in the 'SUBJECT' line of your electronic submission to expedite the screening process.

Interested applicants for this position must submit the following:

1. Current resume/curriculum vitae with cover letter

plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Report of Separation from the Armed Forces of the United States.) This form must accompany their application.

3. Any other documentation (e.g., education verification (copy of degree), essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

4. SF-50 Personnel Actions which reflect employment status and Highest Previous Rate (HPR) of salary must be provided by U.S. Citizen Eligible Family Members (USEFMs).

SUBMIT APPLICATION TO: Human Resources Office
American Embassy
P. O. Box: 866
Station: B
Ottawa ON K1P 5T1

You may also e-mail resumes to: ottawahr@state.gov.
Reference Job Announcement number.

POINT OF CONTACT: Human Resources Office
Phone: N/A

DEFINITIONS

. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or Domestic Partner;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

Test Information:

* Proficiency Level Descriptions - Brainbench Standardized Test Score Results
The proficiency levels describe in very general terms what typical examinees know and their capabilities in an applied setting. Score ranges for proficiency levels of

skills and abilities as tested through the Brainbench online program are as follows:

NOVICE: 1.00 - 1.50: Demonstrates an understanding of only the most basic concepts contained within this topic. Individual will most likely require formal training or self-study before receiving any assignments in this area.

BASIC: 1.51 - 2.50: Demonstrates an understanding of the fundamental concepts involved with this topic. Knowledge level appears equivalent to that gained through introductory courses. May require supplemental training and close supervision to develop a working knowledge level to be able to perform assignments independently.

PROFICIENT: 2.51 - 3.50: Demonstrates a solid understanding of core concepts within this topic. Appears capable of working on most projects in this area with moderate assistance. May require some initial assistance with advanced concepts.

ADVANCED: 3.51 - 4.50: Demonstrates a clear understanding of many advanced concepts within this topic. Appears capable of mentoring others on most projects in this area.

EXPERT: 4.51 - 5.00: Demonstrates understanding of most advanced concepts within the subject area. Appears capable of mentoring others on the most complex subjects.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, MARCH 24, 2010

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

[Mail to a Friend](#)

[Close](#)